

**WASHINGTON PARISH SCHOOL BOARD  
INDEPENDENT ACCOUNTANT'S REPORT ON  
AGREED-UPON PROCEDURES**

**FOR  
Franklinton Elementary School**

**AS OF AND FOR THE PERIOD  
July 1, 2020 through June 30, 2021**

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## **WASHINGTON PARISH SCHOOL BOARD INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES**

Washington Parish School Board  
Franklinton, LA

I have performed the procedures listed below, which were agreed upon by the Washington Parish School Board and Superintendent. These procedures were performed solely to assist the school board management with respect to compliance with policy and procedures concerning individual school activity accounts and school property inventory at Franklinton Elementary School for the period of July 1, 2020, through June 30, 2021. The school board's management is responsible for the accounting and inventory records and for established policies and procedures over the student activity fund and school inventory. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

I tested inventory records to determine the physical existence of property as listed on the school's property inventory report and to determine that property at the school was included on the inventory list. I also inspected property items to determine if they were identified as property of the school and numbered in accordance with the property inventory list. I examined the records for the school's activity accounts. Three months of bank reconciliations were tested for completeness and mathematical accuracy. Disbursements were tested for proper use of requisitions, purchase orders and supporting documentation in relation to the school board policies and procedures. I tested bank deposits against pre-numbered receipts for propriety and traced them to the activity account ledger. I

calculated gross profit percentages on concession sales and performed reasonableness tests on other receipt categories where applicable.

### Bank reconciliations

Each month tested was mathematically correct, all reconciling items proper, and the reconciled balance equaled the activity account ledger. Beginning and ending balances were traced to prior and subsequent year balances to verify proper cutoffs with transactions recorded in the proper period and balances carried forward properly. The reconciliation reflected one check older than one year for \$12. The beginning bank balance at July 1, 2020, was \$58,856, and the balance at June 30, 2021 was \$63,277 resulting in a net increase of \$4,421 for the year ended.

### Cash Disbursements

School board policy requires that a properly executed requisition and purchase order be issued prior to the purchase or order of goods and services. In addition, an itemized invoice or other detailed documentation should support the payment.

I tested 16 disbursements. Out of the 16 disbursements, all had a purchase requisition, purchase order, and invoice or receipt. Purchase requisitions and purchase orders were all approved. Payment documentation was approved.

All invoices tested appear to be on a current basis, and the disbursement records were neat and orderly allowing the verification process to be accomplished in an efficient manner.

### Cash Receipts

For each transaction, a computer-generated receipt is required to be produced. A total of 15 items were examined. I found all receipts and related documentation. The items tested were coded accurately to the correct fund.

The receipts tested were balanced to the daily recap and traced to the appropriate account in the activity ledger. Deposit tickets were complete and agreed with the daily report. The funds appear to be deposited timely.

### Fundraisers

The school had a fall fundraiser to sell popcorn. The profit was \$3,786 and a profit percentage of 47%.

The school had a spring fundraiser to sell cookie dough. The profit was \$3,306 and the profit percentage was 44%.

School Concessions

Concession includes the sales of food and drink items. Gross profit from concessions were computed as shown below:

Revenues	30,535
Expenses	(13,712)
Profit	16,823
%	55%

At the start of the 20-21 school year, \$6,000 was transferred from concessions to the general fund.

Fixed Asset Inventory

To verify physical existence of items on the school inventory list, I randomly selected items from the inventory list and checked for their physical presence in the listed room. As I moved throughout the school, I also picked items from each room and then verified that the item was on the inventory list. I was able to locate inventory items with the assistance of school personnel. Of the 1,213 items contained on the school’s property inventory, I selected a sample of 221 (18%).

The following are items that were not located in the listed location on the inventory report:

Tag No	Listed		Located		Description	Make	Model	Serial Number
	Building	Room	Building	Room				
117581			1	209	CAMERA, SWIVL	SWIVL	SW3322C-5	SW3322G2016E0780
119369	3	305	2	209	CHROMEBOOK	LENOVO	14E TOUCH	1s81MH000BUSM P1VM95W
119377	3	305	2	209	CHROMEBOOK	LENOVO	14E TOUCH	1s81MH000BUSM P1VM25S
119413	3	305	2	209	CHROMEBOOK	LENOVO	14E TOUCH	1s81MH000BUSM P1VMMQ4
119415	3	305	2	209	CHROMEBOOK	LENOVO	14E TOUCH	1s81MH000BUSM P1VM2WT
115345	4	407	2	209	CHROMEBOOK	LENOVO	N42-20	LR0BAB2W
120851	5	505	2	209	CHROMEBOOK	LENOVO	14E	1s81MH000BUSM P1XF9FM
120797	5	506	2	209	CHROMEBOOK	LENOVO	14E	1s81MH000BUSM P1X8J5D
120794	5	507	2	209	CHROMEBOOK	LENOVO	14E	1s81MH000BUSM P1X87BW

The following inventory items were not located:

Building	Room	Tag No.	Description	Make	Model	Serial Number
3	301	102660	SMART BOARD	Smart Tech	SB680R2	388152
4	402	103307	PROJECTOR		IN2104EP	AZB84701091
3	302	105660	SMART BOARD	INTERACTIVE	SB 660	155926
2	214	107138	PROJECTOR	LUMEN	LUMEN	0016898
5	508	107325	LAPTOP	HOWARD	HEL81A	1102264907
3	306	107633	SMART BOARD	SMART TECH	77" SMART BOARD	
1	112 OFFICE CART	108580	LAPTOP	DELL	INSPIRON	55VSFL1
5	508	110516	LAPTOP	HP	PROBOOK 4540S	2CE3311J0T
2	212	111122	IPAD MINI WI-FI 16GB	IPAD MINI WI-FI 16GB	IPAD MINI WI-FI 16GB	F7PMW7BMFP84
1	112	111618	PRINTER	HP LASERJET	P3015DN	
4	405	112852	LAPTOP	HP	PROBOOK 450 G3	5CD6291XPS
2	201	114186	IPAD MINI WI-FI 16GB	IPAD MINI WI-FI 16GB	IPAD MINI WI-FI 16GB	F4KKT8YDF193
4	401	115339	CHROMEBOOK	LENOVO	N42-20	LR0BAB68
4	401	115382	CHROMEBOOK	LENOVO	N42-20	LR0BAH85
3	306	119352	CHROMEBOOK	LENOVO	14E TOUCH	1s81MH000BUSMP 1VMTJF
4	406	119370	CHROMEBOOK	LENOVO	14E TOUCH	1s81MH000BUSMP 1VM4X3
4	406	119411	CHROMEBOOK	LENOVO	14E TOUCH	1s81MH000BUSMP 1VMMPG
3	306	119414	CHROMEBOOK	LENOVO	14E TOUCH	1s81MH000BUSMP 1VMYMM
5	503	120775	CHROMEBOOK	LENOVO	14E	1s81MH000BUSMP 1X8774
2	209	120792	CHROMEBOOK	LENOVO	14E	1s81MH000BUSMP 1X8ETK
4	404	120822	CHROMEBOOK	LENOVO	14E	1s81MH000BUSMP 1X8DCD
5	506	120827	CHROMEBOOK	LENOVO	14E	1s81MH000BUSMP 1X8AB4
2	209	120828	CRHOMEBOOK	LENOVO	14E	1s81MH000BUSMP 1X8M1T
5	507	120863	CHROMEBOOK	LENOVO	14E	1s81MH000BUSMP 1X8AQ0
1	108	125479	LAPTOP	HP	PROBOOK 445 G8	5CD1381JQQ

### Prior Examination Report Findings

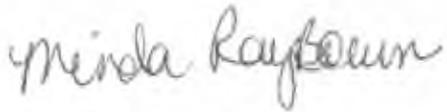
The prior examination of Franklinton Elementary School was for the period July 1, 2018, through June 30, 2019. There were no major issues from this examination.

I was not engaged to, and did not, perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, I do not express such an opinion. Had I performed additional

procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of the board and management of Washington Parish School Board, and is not intended to be and should not be used by anyone other than these specified parties. The purpose of this report is to describe the procedures performed for school and the results of those procedures. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Yours truly,

A handwritten signature in cursive script that reads "Minda B. Raybourn". The signature is written in dark ink and is positioned below the "Yours truly," text.

Minda B. Raybourn  
Franklinton, LA  
December 6, 2022

# **Corrective Action Plan for Franklinton Elementary School**

## Corrective Action Plan for Franklinton Elementary School

### **Bank Reconciliations:**

The school will begin researching checks over 90 days old and taking appropriate action.

### **Fixed Assets:**

When fixed inventory is moved from one location to another, the transfer will be documented and sent to the Accountant II-Inventory Clerk at the Central Office. In addition, fixed assets will be closely monitored at the school and appropriate documentation will be sent in to the Accountant II-Inventory Clerk at the Central Office when items are disposed. Prior to close of a school year, school staff responsible for tracking inventory will locate items on the school's inventory list. The checked list will go to Accountant II-Inventory Clerk at the Central Office. Any items that are unable to be located will be investigated by the school with the assistance of Accountant II-Inventory Clerk at the Central Office.